

A.P.S. ASD/R.F. GROUP

DOCUMENT ORGANIZATION REQUEST

PRIORITY LEVEL? I _____ II _____ III _____

TO: BRUCE A. EPPERSON

DATE _____ / _____ 20 _____

FROM _____ PHONE # _____

TITLE / DESCRIPTION OF DOCUMENT _____

ORIGINAL DOCUMENT SIZE A _____ B _____ C _____ D _____ E _____ a combination? _____

QUANTITY DESIRED OF FINAL DOCUMENT PER SIZE

A _____ B _____ C _____ D _____ E _____

(TYPICAL NUMBER IS 3; ONE EACH FOR BLDG 401 AND BLDG 420 FILES AND ONE FOR YOUR NOTES.)

YES I DO _____ / NO I DON'T _____ WANT A COPY OF THIS DOCUMENT FOR MY PERSONAL USE
IN SIZE(S)? A _____ B _____ C _____ D _____ E _____

TO WHICH A.P.S. SECTION(S) DOES THIS DRAWING PERTAIN?

LINAC _____ P.A.R. _____ BOOSTER/S.R. _____ R+D _____ LEUTL _____ TEST STAND _____ OTHER? _____

D.C.C. "A" NUMBER _____ DRAWING NUMBER(WBS #) _____
(IF YOU KNOW THESE NUMBERS, i.e. IF THEY ARE ON YOUR ORIGINAL)

IN WHAT FORM IS THIS DOCUMENT?...

1. HAND DRAWN _____ ROUGH COPY, MIGHT BE EDITED LATER _____
2. PLOTTED/PRINTED _____ AND? COMPLETE/FINISHED _____
3. ELECTRONIC: DISK, _____ E-MAIL _____ SHARED DRIVE _____
4. NEW DOCUMENT? YES _____ NO _____
5. O.E.M. PRODUCED DOCUMENT (SUCH AS A MANUAL)? YES _____ NO _____
6. OTHER _____

WHAT MAY BE DONE WITH THE ORIGINAL DOCUMENT?

1. KEEP IT, IT IS A COPY _____
2. RUSH, DOCUMENT IS THE ONLY WORKING COPY. COPY AND AND RETURN QUICKLY, _____
(IT IS A GOOD IDEA TO TELL ME IN PERSON, THAT WAY I WILL RETURN YOUR DOCUMENT QUICKLY)
3. RETURN WHEN THE PROCESS IS COMPLETE. _____

ACTION(S) DESIRED ON THIS DOCUMENT (CHECK ALL THAT APPLY)

1. DRAW - ON ORCAD _____ or ON AUTOCAD _____
2. MODIFY - ON ORCAD _____ or AUTOCAD _____ or BY HAND _____ as per below instructions
3. FILE IN R.F. GROUP FILES Yes _____ No _____ and READY FOR D.C.C.SUBMITTAL Yes _____
4. REPLACE THE EXISTING DOCUMENT, OF THE SAME TITLE, WITH THIS FINISHED DOCUMENT _____
5. COPY FOR RF GROUP FILES AND RETURN ORIGINAL _____
6. OTHER _____

COMMENTS/INSTRUCTIONS:

PLEASE DO NOT WRITE BELOW THIS LINE

IN PROCESS NUMBER _____
PRIORITY LEVEL _____ LOCATION(S) _____ / _____

PLEASE PAPER CLIP THIS FORM TO THE PAPER COPY, OR RUBBER BAND TO A DISK

REV. F090704